

DDA SUBJECT FILE COPY

70 - 4

ROUTING AND TRANSMITTAL SLIP			Date
			25 NOV 1985
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date	
1. DIRECTOR OF MEDICAL SERVICES			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		
REMARKS			

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#1 - ACTION

PLEASE RESPOND DIRECT AND LET THE DDA
KNOW WHO WILL BE REPRESENTING THE AGENCY
AT THE CEREMONY.

Joyce -
you don't need
to track this one.
[redacted] usually
receives his own
copy and he
and [redacted]

check with EXO/OMS on
2 December

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: [redacted] Room No.—Bldg.
EO/DDA 7D18 HQS [redacted] Phone No.

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U.S.G.P.D. 100-421-529/330

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.605

or Mike (? last name)
normally attend. Sometimes due to short deadline
I have to call the info and to ensure

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*Metropolitan Washington
Field Federal
Safety And Health Council*

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November 22, 1985

DD/A Registry
85-4062

Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D. C. 20505

Honorable William J. Casey:

The Metropolitan Washington Field Federal Safety and Health Council appreciates the support that the Central Intelligence Agency has given the council during 1985. Largely because of the outstanding support of the Central Intelligence Agency and other Federal agencies throughout the Metropolitan Washington area, our council continues to enjoy success. The Metropolitan Washington Field Federal Safety and Health Council has successfully met the mandates of the Occupational Safety and Health Administration's Basic Program Elements for Federal Employees Occupational Safety and Health Programs for the past three years. The council's achievements have been recognized by the receipt of a major award for two of the last three years.

The Metropolitan Washington Field Federal Safety and Health Council would like to recognize the agencies that have helped the council achieve the success it now enjoys. To accomplish this, the council will be sponsoring its second Annual Awards Program on December 6, 1985. The Central Intelligence Agency has been designated to receive a Certificate of Appreciation during this program.

The Second Annual Awards Program will be held in the Department of Labor's Auditorium, located at 200 Constitution Avenue Northwest, Washington, D. C. Attendee registration will begin at 9:30 a.m. and the program will begin at 10:00 a.m. The guest speaker for the program, Mr. Patrick R. Tyson, Acting Assistant Secretary of Labor for OSHA, will present the agency awards.

The council would like for you to have your Designated Agency Safety and Health Official (DASHO) attend this program to receive your agency's award. If your Designated

Honorable Casey

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Agency Safety and Health Official cannot attend this program, please designate someone else to receive your agency's award. Also, we would like for you to ensure that as many employees and management officials of your agency as possible are informed of our awards program and you may invite as many of them to attend as you like. However, we would like to know in advance who will be coming to represent your agency and therefore, would be most appreciative if you would have someone provide the name and title of each attendee to me as soon as possible. In order to complete the final arrangements for the program, we will need the information on the attendees and the recipient by December 2, 1985. My address is on the letterhead above, however if you would like to have someone provide this information by telephone, I can be reached on 447-0875.

Once again, we thank you for the Central Intelligence Agency's support and we look forward to seeing your representative(s) at our Second Annual Awards Program on December 6, 1985.

Sincerely,


F. Clayton Pettaway
Vice Chairman

cc: Harry Fitzwater



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